



# ARIZONA REGION OF USA VOLLEYBALL

## Host of an Arizona Region Event Form

### SECTION 1 HOST INFORMATION

**1 Application is hereby submitted to host the following Arizona Region Volleyball event -**

<input type="checkbox"/> Jr. Boys Power Tournament	<input type="checkbox"/> Jr. Girls Open Division	<input type="checkbox"/> Jr. Girls Nat'l Club Qualifier
<input type="checkbox"/> Jr. Boys Region Championships	<input type="checkbox"/> Jr. Girls Championship Club Division	<input type="checkbox"/> _____
<input type="checkbox"/> Adult Men	<input type="checkbox"/> Jr. Girls Club Division	<input type="checkbox"/> _____
<input type="checkbox"/> Adult Women	<input type="checkbox"/> Jr. Girls Region Championships	<input type="checkbox"/> _____

**2 Date of Event:** \_\_\_\_\_ **Division(s):** \_\_\_\_\_

**3 Host Club / Org:** \_\_\_\_\_ **Club Director:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Hm. Phone:** \_\_\_\_\_ **Cell # (Day of Event)** \_\_\_\_\_

**4 Host Check Payable to:** \_\_\_\_\_

**Site Director:** \_\_\_\_\_ **SD Check Payable To:** \_\_\_\_\_

Region Provided       Host Provided

**5 Site of Event:** **Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Number of Courts** \_\_\_\_\_ **Courts available:** \_\_\_ All day    \_\_\_ AM only    \_\_\_ PM only

### SECTION 2 ACKNOWLEDGEMENT OF MINIMUM REQUIREMENTS

**1 Please check that the following requirements can be met at the tournament/event:**

- Emergency Phone Number is listed above for the Club Director of the Host Club or the event's Site Director
- Facility will have public restrooms open and supplied with appropriate paper
- All courts will be USAV regulation and pads will be provided on every standard**
- Site Director (adult, non-participant and registered with USA Volleyball)

**2 Host: Please see other side for Host Requirements and Initial** \_\_\_\_\_

**3 Club Director's Signature** \_\_\_\_\_

After receipt of all forms and tournament results, the payment for hosting and site director will be forwarded to the Host address listed above.

### SECTION 3 APPROVAL AND CONDITIONS

**The above club/organization is not approved to host future events based on the following:**

\_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_ **By** \_\_\_\_\_

Signature

Title



# ARIZONA REGION OF USA VOLLEYBALL

## Report of Arizona Region Sanctioned Event

### SECTION 4 CHECKLIST

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Lead Official: \_\_\_\_\_

The Lead Official assigned will initial each item as they are satisfactorily met. Failure to meet all the requirements may result in host not being allowed to host any further tournaments for the AZ Region. Only one form is required per facility per day even though the lead official may change per wave.

#### 1 FACILITY

- Open at least one hour prior to first match. Time facility open: \_\_\_\_\_ First match scheduled: \_\_\_\_\_
- All courts were set up (including padding/antennas) *prior* to opening time
- Public restrooms and/or changing rooms open on time

#### 2 SITE DIRECTOR

- Site Director is an adult, non-participant and registered with USA Volleyball
- Site Director works with the Lead Official to ensure that the tournament is run smoothly and on time.
- At Check In: Collect and verify official team rosters from all teams
- At Check In: Check coach's photo ID and verify their name is on the Roster & Certification indicated
- At Check In: Verify all coaches have a copy of each player's Medical Release Form with them

#### 3 TOURNAMENT DESK

- Host Club provides a central Tournament Desk
- Tournament Desk maintained by Site Director and/or other designated non-participant
- All official results posted at Tournament Desk, including large, visible results
- Official USA Volleyball Scoresheets, Line Up Sheets & Libero Tracking sheets available for all possible games

#### 4 COURT SET-UP

- All courts are regulation for appropriate division and format
- ALL STANDARDS MUST BE PROTECTED WITH USAV REGULATION PADS TO 6'**
- Each court has a scorekeeper desk with three chairs. Team benches are optional.
- Each court is equipped with a visible scoreboard and 2 pencils

#### 5 COACHES MEETING AND ADDRESS TO PARENTS

- Begins 1/2 hour prior to scheduled first match time
- Each coach is provided with one copy of pool play/playoff bracket schedule
- Special ground rules are discussed (and posted in writing at the Tournament Desk)
- Opportunity for Lead Official to discuss officiating expectations of teams and officials with the coaches
- Site Director covers emergency procedures in the event a serious incident occurs
- Site Director addresses the parents prior to start of tournament. Address to include intro of site director, site rules for food/drink, format and location of pool/bracket sheets, parental behavior at junior tournaments

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 NUMBER OF TEAMS:    AM                      PM                      \_\_\_\_\_

Lead Official Signature \_\_\_\_\_

### SECTION 5 PAYMENT OF HOST FEE

**\*\* Payment of Host Fee will be sent within seven (7) business days from the receipt of the event's RESULT REPORT in the Arizona Region office.**

			Date Results Received: _____
A	Total Number of Teams:	Open    Club	Host Ck to: _____
B	Host Fee	\$ _____	Host Ck #: _____ Date: _____
C	Site Director Fee	\$ _____	Site Director Ck to: _____
D	Total for site/tournament	\$ _____	SD Ck #: _____ Date: _____